

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a Regular Meeting of the Library Board of the Morton-James Public Library, will be held at 4:00 P.M., on Wednesday, February 14, 2024 at the Morton-James Public Library, 923 1st Corso, Nebraska City, Nebraska. The meeting will be open to the public.

An agenda for such meeting, kept continuously current, is available for public inspection at the Morton-James Public Library in Nebraska City.

*Please contact the Director at 402-873-5609 at least 48 hours prior to the meeting if any accommodations are necessary.

The Library Board may hold a closed session if necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting.



Donna S. Kruse, Director
Morton-James Public Library
dkruse@nebraskacity.com
402-873-5609

**Morton-James Public Library
February 14, 2023
Board Meeting Agenda**

Call meeting to order at 4:00 pm

Public Comments on Non-Agenda Items

Director's Report/Updates

Statistical Report

Consent Agenda

Approve Minutes from January 10, 2023

Approve Budget Report

Approve Financial Report

Approve payment of Claims

Business:

Discussion/Take Action:

Policy Review:

Loans to Nebraska City Assisted Living Retirement and Care Facility Policy

Bulk Loan Policy (to other libraries)

Bulk Loans to Nebraska City Assisted Living, Retirement and Care Facilities Policy

Next Meeting: March 13, 2024

Board may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close.



Directors Notes
February 14, 2023
For January Activity

- Held First Jigsaw Puzzle tournament needed a second session due to popularity. 2 sessions held totaling 59
- Stuffed animal programming 69 attendees
- Library closed early 1/8, closed 1/9, 1/12 and 1/13 for snow and brutal temperatures
- Fire alarms, extinguishers and suppression equipment all tested. Suppression system needs additional testing, estimate is for \$4646. Additional work may need to be done, depending on testing results. This price is being covered by the Vantine James Endowment.

Fiscal Year 2023-2024 Monthly Reporting

Morton James Library

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	TOTAL
Circulation	5042	4969	4886	4646									19,543
Technology Center Usage	199	146	155	95									595
Patrons Visits	2491	2316	2491	1839									9,137
New Library Cards	20	88	10	16									134
Reference Questions Answered	1462	1301	1326	952									5,041
Genealogy / History Research	12	13	0	6									31
Materials Added	411	336	226	355									1,328
Website Visits	757	656	649	814									2,876
Programs & Exhibits	34	31	19	25									109
Visits)	981	897	880	452									3,210
Interlibrary Loan Borrowed	20	3	26	NA									49
Interlibrary Loan Loaned	44	39	25	NA									108
WiFi Log Ins	1289	1149	1096	921									4,455
Member Amount Saved	\$43,251.94	\$42,705.48	\$60,371.58	\$39,910.79									\$ 186,239.79

Youth Statistics
 29 Crafts taken from children's and lobby
 67 Coloring pages taken from children's
 5 Coloring pages taken from teen room
 1 Books taken off cart

Session:	Event, Activity or Statistic	Attendance
15	Public Meetings	80
1	Art Exhibit	198
2	Library Storytime	4
1	Mission Field Outreach	9
1	BookClub	9
1	Writers' Workshop	3
2	Puzzle Tournament	59
1	Build-an-Animal	69
1	Adult Cozy Craft	21
25	TOTALS	452

Following is the minutes of the Morton-James Public Library Board meeting held at 4:00 pm January 10, 2024 at the Morton-James Public Library. A copy of the Nebraska Open Meetings Act was displayed. Notice of this meeting was sent out on January 2, 2024 to City Hall, Otoe County Courthouse, B103 and Nebraska City News Press. A notice was also posted in the Library.

Board Present: Claudette Wielechowski, Nikki Johnson, Sue Little, Teresa Frields, and Molly McNeely

Board Absent:

Staff Present: Donna S. Kruse, Chelsea Foust

Roll call was signed.

Directors Report for Previous Month Activities:

- MJPL calendar delivery to local businesses
- All Staff worked Winterpalooza 2023
- Kruse attends quarterly SELS & Public Library Trustee Section mtgs and CASTL, Creative District (monthly) and CCCFF meetings as needed
- CreativeBug Craft database added to other online offerings
- Story Time, Homebound and Book Clubs continue
- Library closed Dec 22-25

Kruse updated the Board that Kruse, Foust, and Winkler met with NCTC about partnering with them and other groups for Winterpalooza 2024 and holding it at the Veteran Memorial Building. Discussion is ongoing for this/ Kruse also updated the Board on the permanent ban of Jimmy Owens

Statistical Report:

No comments

Consent Agenda:

Minutes: No changes

Budget Report: Donna confirmed Library will be getting carpet in this fiscal year, and that maybe there would be carpet samples at next board meeting. Also fire suppression sprinkler heads will need to be tested for the dry chemical spray for fire suppression.

Financial Report: No comments

McNeely called for a motion to approve the consent agenda. Frields moved and Wielechowski seconded. Vote: McNeely, Wielechowski, Little, Frields, and Johnson, all voted to approve.

Payment of Claims:

McNeely called for a motion to approve the payment of claims. Johnson moved and Frields seconded. Vote: McNeely, Little, Wielechowski, Frields and Johnson, all voted to approve.

Business: Discussion and/or Take Action:

- The Board discussed the policy on Library Board regarding composition and service terms and decided no changes would be made.
- Board reviewed Library Hours of Operation, Holidays, and Building Closures Policy and changes were made. The Board also requested Donna talk to the City to see about staff being paid for snow day closures.
- Kruse reminded the Board of upcoming closures for the Library for inventory.

McNeely called for a motion to approve the closing for Inventory. Wielechowski moved and Little seconded.
Vote: Frields, McNeely, Wielechowski, Johnson and Little, all voted to approve.

Meeting adjourned at 4:48 PM.

Next Meeting: February 14, 2024 at 4:00 pm

Submitted by Chelsea Foust with additional notes by Donna Kruse

BUDGET REPORT
CALENDAR 1/2024, FISCAL 4/2024

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT USED	AMOUNT UNEXPENDED
10-50-5000	Library - Salaries	322,830.47	23,769.18	107,364.80	33.26	215,465.67
10-50-5005	Library - Social Security	24,696.53	1,747.01	7,963.52	32.25	16,733.01
10-50-5010	Library - Group Ins	67,102.07	5,290.97	21,138.50	31.50	45,963.57
10-50-5012	Library - Pension	18,557.84	1,421.22	6,357.90	34.26	12,199.94
10-50-5020	Library - Utilities	29,000.00	2,532.12	7,909.16	27.27	21,090.84
10-50-5023	Library - Telephone/Internet	3,500.00	276.35	1,228.40	35.10	2,271.60
10-50-5024	Library - Garbage/Recycling	375.00	63.12	135.99	36.26	239.01
10-50-5026	Library - Equipment	2,000.00		1,611.52	80.58	388.48
10-50-5029	Library - Postage	2,800.00	307.22	1,013.29	36.19	1,786.71
10-50-5030	Library - Miscellaneous	400.00		30.72	7.68	369.28
10-50-5032	Library - Credit Card Fees	60.00	8.04	16.93	28.22	43.07
10-50-5050	Library - Adv/Printing/Pub/Web	1,500.00	94.97	142.97	9.53	1,357.03
10-50-5100	Library - Rep/Maint - Building	16,500.00		392.99	2.38	16,107.01
10-50-5105	Library - Rep/Maint - Grounds	1,200.00		719.31	59.94	480.69
10-50-5106	Library - Pest Control	100.00	96.00	96.00	96.00	4.00
10-50-5210	Library - Computer	7,200.00	414.00	1,656.00	23.00	5,544.00
10-50-5230	Library - Dues/Memberships	1,500.00				1,500.00
10-50-5250	Library - Training/Conference	6,500.00		596.33	9.17	5,903.67
10-50-5400	Library - Supplies	8,750.00	137.51	2,831.08	32.36	5,918.92
10-50-5403	Library - Contract Sup/Sev	16,000.00	829.05	3,541.01	22.13	12,458.99
10-50-5409	Library - Prg and Event Sup/Se	200.00				200.00
10-50-5500	Library - Travel/Meals/Lodging	300.00				300.00
10-50-5605	Library - Loan/Lease Payment	51,815.77				51,815.77
10-50-5775	Library - Electronic Subscript	7,500.00		3,750.00	50.00	3,750.00
10-50-5776	Library - Aid Purchases	1,853.00				1,853.00
10-50-5777	Library - Materials	50,000.00	2,213.54	17,725.64	35.45	32,274.36
10-50-5800	Library - Donation Purchases	300,000.00	503.51	3,547.47	1.18	296,452.53
10-50-5810	Library - Grant Purchases	87,000.00	79.98	79.98	.09	86,920.02
10-50-5812	Library - Endowments	43,000.00	1,817.47	10,653.92	24.78	32,346.08
	TOTAL LIBRARY EXPENSE	1,072,240.68	41,601.26	200,503.43	18.70	871,737.25

Morton-James Public Library Financial Report

January 2024

Presented: February 14, 2024

Month to date balance	\$41,601.26
Year to date balance	\$200,503.43
Budget	\$1,072,240.68
Amount unexpended	<u>\$871,737.25</u>
Percentage used	18.70%

Bank Deposits January 10, 22, 29, 31

10-07-4131 Library State Aid

10-13-4420 Library Book Fees and Fines Subtotal \$137.82

10-13-4443 Misc - Book Sales

10-21-4685 Grants

Subtotal \$0.00

10-21-4677 Endowments

NCCFF Mango Lang, Linked in, MBOC, Spring HN 24 \$10,440.33

Subtotal \$10,440.33

10-23-4704 Donations

Miscellaneous \$191.05

Connie Sackles-Library Sponsor \$200.00

Mary Stevenson- Library Sponsor \$20.00

Sonya Kummer- Library Sponsor \$50.00

Dave & Sandy Silcox- Library Sponsor \$25.00

Mary Casugrove- Library Sponsor \$20.00

Alice Holtz - Library Sponsor \$500.00

Jacquelyn Kraenow - Library Sponsor \$500.00

Subtotal \$1,506.05

10-29-4831 Misc. Taxable/Copies Subtotal \$140.65

Total **\$12,224.85**

Petty Cash

Expenditures \$0.00

Refunds \$0.00

Total **\$0.00**

Cash Drawers

Both Levels -\$1.00 short

Total **-\$1.00**

Credit Card Charges Less Fees

10-13-4420 Library Fees & Fines 175.00-6.70 \$168.30

10-29-4831 Copies

10-23-4704 Donations 32.00-1.34 \$30.66

Total Charges 207.00-8.04 **\$198.96**